


Nutrition Evidence Library (NEL)

Evidence Abstractor Fact Sheet

Become a NEL Evidence Abstractor: The NEL specializes in conducting systematic reviews to inform Federal food and nutrition policies and programs, including the Dietary Guidelines for Americans. NEL Abstractors are a select group of post-graduate level researchers and practitioners with experience in nutrition or a public health-related field, who help build the library content. After completing a training program, NEL abstractors analyze peer-reviewed articles and draft evidence worksheets, which form the foundation of the systematic review portfolio for each systematic review question. This national service volunteer opportunity:

- Broadens one's professional knowledge
- Develops literature review and analysis skills
- Increases professional exposure

The specific qualifications, responsibilities, time commitment, stipend, and application process follow.

www.NEL.gov

Qualifications

- Advanced degree in nutrition (M.S., M.D., or Ph.D. candidate) and a minimum of 5 years experience in the field (epidemiology, public health, or any nutrition-related field).
- Ability to abstract critical information and research characteristics from technical articles.
- Ability to produce consistent work in a timely manner and work as part of a team.
- Skilled user of computer and web-based programs and tools.
- Knowledge of current science in human nutrition or a related public health field.
- Knowledge and experience with research methodologies, including experimental design and statistics.

Responsibilities

- Complete NEL Evidence Abstractor Training program and calibration exercise. On average, training program completion takes most volunteers 10-15 hours.
- Read and appraise assigned articles based on the Research Design and Implementation Checklist.
- Prepare evidence worksheets using the electronic NEL portal and web tools in a standardized format.
- Respond to email communications from NEL Project Managers.

Time Commitment and Stipend: NEL Evidence Abstractors are expected to produce worksheets for at least 30-60 articles per year with a minimum 2-year commitment and an estimated average of 3 hours of work per week. However, depending on Evidence Abstractor availability, the number of articles abstracted per year may vary. Evidence Abstractors are National Service volunteers, not paid USDA employees. Abstractors do receive a monetary honorarium of \$240.00 per set of 8 completed and approved evidence worksheets.

Computer Requirements: NEL Evidence Abstractors must have access to a computer with high-speed internet access. No special software is required; all of the tools and templates are provided online on USDA's Nutrition Evidence Library portal. Minimum requirements to complete the necessary worksheets are:

- Microsoft Internet Explorer 5.5 or newer with 1284 x 1024 screen resolution in 256 colors.
- Adobe Acrobat Reader and Flash 9 must be installed on your computer (free downloads).
- Your computer must be set to accept Java, JavaScript (also a free download), and cookies.

How to Apply:

The USDA Nutrition Evidence Library accepts applications for volunteer NEL Evidence Abstractors on an ongoing basis. Applications must be submitted by electronic mail to NutritionEvidenceLib@cnpp.usda.gov



Hard copy applications via posted mail **will not** be accepted. An application review and selection panel takes place on an annual or semiannual basis to consider complete applications of individuals qualified to serve as NEL Evidence Abstractors.

The following information should be included in each application for consideration:

- 1. The applicant's name, address, daytime telephone number, and email address.**
- 2. A letter of application that clearly states the name and affiliation of the applicant, the basis for the application (i.e., specific attributes which qualify the applicant for service as a Nutrition Evidence Library Abstractor) and any potential conflicts of interest.**
- 3. A current copy of the applicant's curriculum vitae.**
- 4. A list of three professional references with contact information.**

All applications must include the required information. Incomplete applications will not be processed for consideration.

USDA staff will make every effort to ensure that the pool of NEL Evidence Abstractors includes a broad representation of geographic areas, females, ethnic and minority groups, and the disabled. Abstractor selection will be made without discrimination on the basis of age, race, ethnicity, gender, sexual orientation, disability, and cultural, religious, or socioeconomic status.

For additional information, contact:

NEL Management Team Leaders at: NutritionEvidenceLib@cnpp.usda.gov.

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USDA is an equal opportunity employer